

PERSONNEL BOARD, TOWN OF STERLING

PERSONNEL BOARD JOINT MEETING WITH BOARD OF SELECTMEN

MEETING MINUTES

April 28, 2014

BUTTERICK MUNICIPAL BUILDING, Room 205

1. CALL TO ORDER.

- a. The meeting was called to order by Chairman Jed Lindholm at 6:31 PM.
- b. Roll call was held. Present were Weymouth Whitney, Karen Gaylord, Jed Lindholm, Bruce Baker and HR Administrator Don Jacobs. Also present was David Shapiro who has applied for appointment to the Board.

2. FIRE CHIEF. Fire Chief David Hurlbut explained his proposal for a revision of the call firefighter pay scale, noting that it does not increase payroll costs. The proposal bases pay rate on qualifications and activity level and eliminates stipends, which are currently awarded regardless of activity level. HR Administrator Don Jacobs expressed his support of the proposal since it recognizes performance and levels of responsibility. Administration and application of the plan will be the responsibility of the Chief.

It was noted that typographical errors in the town meeting article to amend the plan require that corrections will have to be made when the article is read. Changes are as follows: Minimum from \$13.18 to \$13.00; Mid-Point from \$15.50 to \$19.76; and Maximum from \$18.45 to \$26.52. A motion was made by Jed Lindholm and Weymouth Whitney to approve these changes. It was approved unanimously.

3. TOWN MEETING ARTICLES. As printed in the Town Meeting warrant, Personnel Bylaw revision Article 6 erroneously omits provision for personal leave. A motion was made by Weymouth Whitney and seconded by Bruce Baker to amend the article by adding personal leave when the article is presented. The motion as approved unanimously. It was noted that personal leave differs from emergency leave. Emergency leave will be covered in the Employees' Handbook.

A PowerPoint presentation will be prepared to explain articles 6 and 7.

4. HR ADMINISTRATOR'S REPORT.

- a. Copies of the state ethics law were distributed to Board members who signed their name to indicate they have received it.
- b. Town Counsel Bryan Masur will meet with the Employee Handbook Committee on Friday, May 2 at 11:00 AM to review the current draft.
- c. Some IT employee surveys have not yet been returned.

5. NEXT BOARD MEETING. Next meeting is scheduled for June 2, 2014 at 6:30 PM.

6. ADJOURNMENT. The meeting adjourned at 7:30 PM.

Respectfully submitted

Bruce Baker, Clerk